

OCCUPANT EMERGENCY PLAN
WATERFRONT CENTER

800 9th Street SW

WASHINGTON, DC 200024

United States Department of Agriculture
Cooperative State Research Education and Extension Service

GSA Building Number: DC0555ZZ

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Occupant Emergency Plan

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Responsible Officials' Sign-Off Sheet

By their signatures below, the following officials certify that they have participated in the development of the Occupant Emergency Plan for the Waterfront Centre, 800 9th Street, SW, Washington, DC 20024 and fully understand the procedures to be followed in an emergency affecting the facility and employee for which they are responsible.

Designated Official

Cooperative State Research, Education and Extension Service

Agricultural Research Service

Space Management

GSA Leased Space

Edward T. Reilly

Chief

Real Property Management Branch

Physical Security Specialist

Federal Protective Service

General Services Administration

Introduction

Emergencies, both major and minor, are a part of our everyday lives. We can only deal effectively with them if we are prepared and in control. Safety in large Federal office buildings require that all tenants be well informed of the proper steps to take in the event of any emergency. Studies prove that panic in an emergency is a major cause of injury or death.

All occupants at the Waterfront Centre should familiarize themselves with the information and procedures in this document.

Evacuation Team Members are responsible for implementing practice drills, appointing emergency personnel, and training new personnel.

Anyone having knowledge of any unsafe conditions in the Waterfront Centre should contact Arlette Clinton at 202-401-3779.

In case of emergency call 911 then the Security Guard Station at 202-720-3852.

Building Management

Guardian Realty Mgmt.

Guardian Realty Management, Inc
702 Russell Avenue, Suite 400
Gaithersburg, MD 20877
301-417-6175
(Building Information - See Enclosure 1, page 18)

On-site Agency Contact

Arlette Clinton, Space Management Specialist
Real Property Management Branch, Room 3205
202-401-3779 (Cell Phone - 202-345-6595)
(Occupant Information - See Enclosure 2, page 19)

Off-Site Agency Contact

Real Property Management Branch (RPMB)
Facilities Division
5601 Sunnyside Avenue
Beltsville, Maryland 20705-5126
301-504-1224

GSA Building Manager

Paul Deahl
DC South Service Delivery Team
301 7th St. SW, Washington, DC 20407
(202-205-3495)

Emergency Phone Numbers**Fire****PULL BUILDING FIRE ALARM AND CALL**

Fire Department	9-911
Real Property Management Branch (Waterfront)	9-202-401-3779
Real Property Management Branch (Beltsville, MD)	9-301-504-1224

Medical

Ambulance	9-911
Real Property Management Branch (Waterfront)	9-202-401-3779
Real Property Management Branch (Beltsville, MD)	9-301-504-1224
Poison Center (Washington, D.C.)	9-202-625-3333

Police

D.C. Police Department	
EMERGENCY NUMBER	9-911
Non-Emergency Number	9-202-727-1010
Federal Protective Service	9-202-708-1111
Real Property Management Branch (Beltsville, MD)	9-301-504-1224
Waterfront Security	9-202-720-3852

Hazardous Materials

Safety, Health and Environmental Management Branch	9-301-504-1248
CHEMTREC (Chemical Transportation Emergency Center)	9-800-424-9300

Suspicious Packages

Waterfront Security	9-202-720-3852
Real Property Management Branch (Waterfront)	9-202-401-3779
Real Property Management Branch (Beltsville, MD)	9-301-504-1224

Bomb Threat/Disposal

Police and Fire Department Emergency No.	9-911
Real Property Management Branch (Waterfront)	9-202-401-3779
Real Property Management Branch (Beltsville)	9-301-504-1224

Power Failure

Real Property Management Branch (Waterfront)	9-202-401-3779
Real Property Management Branch (Beltsville, MD)	9-301-504-1224

Emergency Command Center

Intercom system is currently being looked into. Evacuation Team Members will be given radios for communication purposes.

Primary Site:

Guards Desk
Lobby
202-720-3852

In the event of an emergency which would require the evacuation of a portion of the Waterfront Building, an Emergency Command Center will be established at the Guard's Station in the lobby. Members of the Command Center Team will direct emergency operations from this location.

Alternate Site:

Across the Street
from the Lobby of the
Waterfront Building
In grassy area

In the event that the Emergency Command Center must be evacuated, an alternate Emergency Command Center will be established across the street from the lobby of the Waterfront Building. Members of the Command Center Team will direct emergency operations from this alternate location. Employees requiring assistance or information should contact the Designated Official or the Occupant Emergency Coordinator at this location. Evacuation Team Member meetings will be scheduled and training and other additional concerns will be addressed.

Command Center Team

Evacuation Team Members will determine the following positions:

Designated Official

George E. Cooper
Associate Deputy Administrator

Alternate

Arlette Clinton
Space Management Specialist

Occupant Emergency Coordinator

Arlette Clinton
ARS, AFM, FD, RPMB
202-401-3779
202-345-6595 (Cell Phone)

Alternate

Darissa Simms
ARS, AFM, FD, RPMB
202-720-2462
301-536-1745 (Cell Phone)

Floor Team Coordinators

4th Floor
3rd Floor
2nd Floor
1st Floor

Denis Ebodaghe
Joe Wysocki
Pricilla Bosco
Rick Chavez

Damage Control Team

This group will ensure the safety of the building by responding to unsafe conditions that are reported.

Team Leader

Jack Coolidge 301-417-6175

Guardian Realty Management, Inc

Alternate

William McKenna

301-417-6175

Guardian Realty Management, Inc

Floor and Stairway Monitors/Alternates

	<u>Name</u>	<u>Phone No.</u>	
4th Floor	Michael Sams	720-4816	Floor Monitor (Zone 1)
	Jim Terry	690-1227	Floor Monitor (Zone 2)
	Patricia McAleer	401-6223	Floor Monitor (Zone 3)
	Sheila Townes	720-8216	South Stairway
	Chuck Graves	720-3566	North Stairway
	Norman Ramos	720-8855	South Stairway
	Elaine Huhn	720-6527	North Stairway
	Fran Faison	720-4652	Alternate South Stairway
	Leon Thomas	720-5883	Alternate North Stairway
	Denis Ebodaghe	401-4385	Alternate North Stairway
	Bart Hewitt	720-0747	Alternate South Stairway
	John Michael	720-8744	Alternate North Stairway
3rd Floor	Agnes Lamar	401-4318	Floor Monitor (Zone 1)
	Trina Gunn	720-3802	Floor Monitor (Zone 2)
	Maxwell Mayeaux	401-3352	Floor Monitor (Zone 3)
	Joe Wysocki	401-4980	South Stairway
	Greg Smith	720-2217	North Stairway
	Kathy Kimble Day	401-4420	North Stairway
	Mary Ann Rozum	401-4533	South Stairway
	Siva Sureshwaran	720-1973	Alternate South Stairway
	William Scott	401-4640	Alternate North Stairway
	Annetta Barnes Oates	401-5741	Alternate North Stairway
	Mike O'Neill	205-5952	Alternate South Stairway
2nd Floor	Henry Bahn	720-1973	Alternate South Stairway
	Terri Joya	401-1761	Floor Monitor (Zone 1)
	Mark Poth	401-5244	Floor Monitor (Zone 2)
	Kendra Arrington	401-3669	Floor Monitor (Zone 3)
	Sharell Edwards	401-1112	North Stairway
	Roderika Davidson	401-5042	North Stairway
	Charles Hungerford	401-5050	South Stairway
	Pricilla Bosco	401-4313	South Stairway
	Etta Saltos	401-4178	Alternate North Stairway
1st Floor	Dennis Unglesbee	690-0119	Floor Monitor (Zone 1)
	Rick Chavez	690-2051	Floor Monitor (Zone 2)
	Alan Moore	690-0123	Floor Monitor (Zone 3)
	Mamie Young	401-0345	North Stairway

Jane Dunn	720-2642	Main Entrance
Ted Bauer	690-0119	Back Entrance
Denise Jones	690-0119	Alternate South Stairway
Janice Donatone	401-5054	Alternate North Stairway
Sue Leatherman	690-0121	Alternate South Stairway
Edward Kane	690-0450	Alternate North Stairway

Location of Exits, Fire Alarms, and Fire Extinguishers

Fire alarms and fire extinguishers are located on each floor near the entrance to all stairways. Employees are encouraged to be familiar with the locations.

RPMB will order additional fire extinguishers to be located in the kitchens on each floor. Evacuation Emergency Team will schedule training on fire extinguisher use for employees.

What To Do If You Smell An Unusual Odor

Take every action to avoid smoke. If you suspect a problem such as the smell of an unusual odor in the building, **BUT DO NOT DETECT A FIRE OR OTHER EMERGENCY**, immediately call 202-401-3779/202-345-6595 (Arlette) or the Guards Desk 202-720-3852 and report the incident along with your name, location, and telephone number. The Guard and Guardian Realty Co. will investigate the cause and take appropriate action.

Medical Assistance

If an employee is injured or ill and requires immediate medical attention:

- Dial 9-911. The local Fire Department will dispatch an ambulance with trained personnel to any emergency at the Waterfront Center Building.

Notify them as to the name and location of ill employee. Someone from unit should go to security desk to escort emergency units.

- Notify the Guards Desk on 202-720-3852.
- Notify the Floor Monitor on your floor.
- Notify the Health Unit in the South Building.

The Health Unit is located in the South Building, Room 1038. The Nurse is available on site. For assistance on the 1st and 3rd Tuesday of each month between the hours of 1 and 3pm.

Maps depicting evacuation routes will be posted soon.

Fire Emergency

Evacuation Procedures

Does the building have fire walls? If so they should factor into evacuation plan.

1. List of employees needs to be at Security Desk -by unit- to compare with head count. Physically challenged names are particularly important.

2. Perhaps home numbers need to be kept in a secure place at the front desk in case families need to be contacted.

3.. Instructions for breaking windows if employees are stuck. Will throwing a chair do it? What is the strength of the windows?

4. Do we turn computers off?

5. Do we close doors?

6. Floor monitors need to take a head count.

7. Employees should assemble by unit or floor for head count. Need to specify location.

8. Could the agency work with the restaurants across the street to move to an inside location if necessary?

9. Do we have one or two megaphones to communicate with employees outside?

Questions such as these will be addressed by the Evacuation Emergency Team. Training and tapes from FPS will be made available.

If you smell smoke and/or detect a fire, proceed with the following steps:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	Pull The Nearest Fire Alarm.	
3.	Evacuate the area using the nearest stairwell.	All stairway doors are automatically unlocked and stairway pressurization fans are activated. This prevents smoke and fire from entering the stairway and provides ventilation during evacuation.
4.	Do not use elevators.	All elevators automatically return to the ground floor and are then only operable by key- controlled usage by authorized personnel. Should an alarm originate at the ground floor level, the elevators are sent to an alternate floor.
5.	Follow the instruction of the Floor Monitors.	
6.	Proceed to Safe areas away from the building until given instructions to re-enter the building.	Fire alert messages are only sounded in the immediate fire zone. The immediate fire zone in the Waterfront Centre building is the floor where the fire alarm is reported, the floor above, and the floor below. If the alarm is not sounding on your floor, there is no need to evacuate the building.

The Evacuation Emergency Team will establish a buddy system for handicapped individuals and procedures to evacuate will be determined which will include training on the evacuation chairs.

Evacuation of Buildings

In most emergencies, which could threaten the occupants of the Waterfront Centre, evacuation is the primary method of mitigating the effects of the hazard.

■ **Not all floors of a building may be evacuated.** The evacuation of specific floors or an entire building may be required to be evacuated depending on the nature of the emergency. For example, in the event of a fire, only the floor reporting a fire and the above and below will be evacuated. Additional evacuation instructions will be given over the Audio Alarm System if necessary.

If you smell smoke and or detect a fire on a floor that is not being evacuated, **pull the nearest fire alarm and evacuate the area using the nearest stairwell.**

■ **Building occupants will be notified via the Audio/Visual alarm system and/or by the Floor Monitors.** Floor and stairway monitors will direct employees along authorized evacuation routes while preventing employees from entering hazardous areas. Floor and stairway monitors will make sure that no one is trapped in a stairway or entry way due to locked doors caused by a power failure or other emergency situation.

NOTE: Take only those personal belongings and clothing necessary to protect oneself from the weather. Take your wallet or purse. Employees should be familiar with their floor plan, emergency exits, stairwell, evacuation routes, safe areas once outside, and their Floor Monitors.

The following procedures are to be followed when evacuating the building:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	All employees shall evacuate the area.	Under no circumstances will personnel be allowed to remain in an area designated for evacuation. Disciplinary action will result if any employee refuses to evacuate or enters prohibited areas.
3.	Evacuate the Area using the nearest stairwell.	Do not use the elevator. Follow the route designated by the floor monitors (See Enclosure 3, page 20).
4.	Assist in the evacuation of physically challenged or injured employees, if requested.	Floor Monitors will provide specific instructions if your assistance is needed. Training will be scheduled by the Evacuation Emergency Team.
5.	Once outside, move away from the building.	Do not stand on the sidewalks adjacent to the building. Once outside, employees are to proceed to the designated SAFE AREAS (see Enclosure 4, page 20). Sidewalks and fire lanes must be kept clear for emergency vehicles and personnel.
6.		Fire Drills and practices will be planned around good weather.

Physically challenged will have buddy system-individuals assigned to help who are different from floor monitors. Monitors will be easily identified with orange safety vests, hats and/or armbands.

Evacuation of Physically Challenged Employees

It is the supervisor's responsibility to provide Floor Monitors with the names of physically challenged employees and for providing information regarding appropriate measures to be taken in the event these employees must be assisted during an evacuation.

Once all other employees have proceeded down the stairs, Floor Monitors will assist in the evacuation of Physically Challenged employees onto the stairwell and will close the stairwell door.

The following procedures are to be followed by Physically Challenged employees during the evacuation of the building:

STEP	ACTION	INFORMATION
1.	Remain on the landing of the stairwell during drills and minor emergencies.	During drills and minor emergencies, the Physically Challenged Employees and accompanying Floor Monitors will remain on the landing until the "all clear" is given. The stairwell is a safe refuge in nearly all emergencies.
2.	Evacuate the building if ordered by the Fire Department or a Floor Monitor.	In an emergency, the Fire Department or the Floor Monitor will order a complete evacuation. The Floor Monitors and the Fire Department jointly will remove physically challenged personnel from the stairwells. Only the Fire Department is authorized to order an evacuation by the elevators.

Elevator Failure

Should a person become stranded in an elevator for any reason the following steps should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm.	DO NOT ATTEMPT TO LEAVE THE ELEVATOR.
2.	Use The Intercom To Call the Security Company.	The intercom will automatically connect you with the the Security Company. The Security Company will dispatch elevator maintenance personnel to provide assistance. If medical assistance is required, the Fire Department and Rescue Squad will be notified.
3.	Wait for Qualified Personnel to Respond.	NOTE: Guardian Realty Co. Maintenance personnel are not qualified to respond to emergencies.

Power Failures

Occasionally, a power failure will disrupt activities in part or all of CSREES' space. Floor and stairway monitors, as well as their alternates, have been provided flashlights to assist in the evacuation of that building, if required. In addition, the floor and stairway monitors or their alternates, shall check to make sure that no employee is stranded in a stairway or lobby area because of power failure. RPMB should be notified at 202-401-3779/ 202-345-6595 (Cell Phone) or Security Guard in the Lobby at 720-3852 and give information regarding the extent of the power failure in a given area.

Emergency kits which will include flashlights will be disseminated appropriately by Evacuation Team Members.

An emergency generation system is in place at the Waterfront Centre in case of power failure.

**Bomb Threats
Received by Phone**

Bombing and the threat of being bombed are harsh realities in today's world. When a bomb threat is received by phone, the following procedures should be followed:

STEP	ACTION	6 INFORMATION
1.	Remain Calm; Do Not Panic.	A calm response to the bomb threat caller could result in obtaining additional information.
2.	Make a note of exactly what the caller said.	Record every word spoken by the person. Ask for the location of the bomb and the time of possible detonation. Listen to the voice (male or female), the voice quality (calm or excited), accents, background noises, etc. Keep the caller talking as long as possible. (See Enclosure 5, page 20).
3.	Alert co-workers.	Alert co-workers to what is happening and direct them to call: - (9) 911 to report the incident to the Police and Fire Departments and the Guard's Desk 202-720-3852. The Guard Service will notify the rest of the building.
4.	Dial *57	Bomb threats or any threatening or harassing phone calls can be traced by dialing *57 immediately after the call is received. After hanging up, pick up the phone, listen for a dial tone, and dial *57. You will be instructed to dial FPS on 202-708-1111. This will record the origin of the last call and allow the police to tract the call.
5.	Dial (9) 911	Dial (9) 911 to report the incident to the Police and Fire Department if a co-worker has not already done so.

STEP	ACTION	INFORMATION
6.	<p>Call the Guard's Desk 202-720-3852.</p> <p>- Floor Monitors</p> <p>- Federal Protective Service</p>	<p>Call the Guard's Desk at 202-720-3852. The Guard's Desk will notify RPMB, Guardian Realty, and begin emergency procedures.</p> <p>The Guard Service will notify all Floor Monitors in the building receiving the bomb threat with instructions to begin evacuation procedures. Evacuation of this building and the surrounding area will be ordered by the Police and Fire Department Personnel, if necessary.</p> <p>The Guard Service will notify the Federal Protective Service (9-202-708-1111).</p>
<p>NOTE: DO NOT ACTIVATE THE FIRE ALARM SYSTEM. THE BOMB MAY BE ACTIVATED BY THE FIRE ALARM.</p>		
7.	Evacuate the Building	Evacuate the building. Move a safe distance away from the building and remain in this area until emergency personnel have completed their investigation and have determined that it is safe to enter the facility.
8.	Follow all Instructions of Emergency Personnel	Follow all instructions of Law Enforcement and Emergency Response Team Personnel. They will determine what additional steps, if any, are necessary.

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Written Bomb Threat

Upon receipt of a written bomb threat, the following procedures should be followed:

STEP	ACTION	INFORMATION
1.	Remain Calm; Do Not Panic.	
2.	Retain written document.	Place the note or written material received in an oversize envelop to minimize handling. Make this material available to the Police upon evacuation of the building.
3.	Call the Guard's Desk 202-720-3852.	Call the Guard's Desk at 202-720-3852. The Security Guards will notify the Floor Monitors, RPMB, and the Guardian Realty Co.
4.	Alert co-workers	Alert co-workers to what is happening and direct them to help evacuate the area.
5.	Dial (9) 911	Dial (9) 911 to report the incident to the Police and Fire Department if a co-worker has not already done so.
NOTE: DO NOT ACTIVATE THE FIRE ALARM SYSTEM. THE BOMB MAY BE ACTIVATED BY THE FIRE ALARM.		
6.	Evacuate the Building	Evacuate the building. Move a safe distance away from the building and remain in this area until emergency personnel have completed their investigation and have determined that it is safe to enter the facility.
7.	Follow all Instructions of Emergency Personnel	Follow all instructions of Law Enforcement and Emergency Response Team Personnel. They will determine what additional steps, if any, are necessary.

Suspicious Packages

If, for any reason, you suspect a package, carrying case, or other bundle contains a bomb, you should immediately:

- **Call the Guard's Desk (202-720-3852)**
 - **Do not move the object.**
 - **Evacuate all persons in the immediate area.**
 - **Wait for instruction from the Security Guards or the Police Department.**
-

Terrorist Incident/Hostage Taking

What we as federal employees need to be aware of is that terrorism has become not just a special concern for personnel who travel or live overseas. Events just recently in New York and Washington have become a subject of special interest for all of us. What should be recognized as important, reportable indicators and events that security and law-enforcement professionals need to know about?

The following list has been compiled from suggestions made by counter terrorism experts for use in security education to combat domestic terrorism.

Any of the following events might mean danger and should be a reason for an immediate report or for seeking advice from security or law enforcement officials:

- Anonymous tips, phone calls, or notes of a threatening nature which may identify groups or carry extremist messages.
- Surveillance by suspicious persons of federal offices or federal employees performing official duties.
- Unidentified or unattended packages, cans, or other containers left in or near government offices.
- Unattended and unoccupied vehicles parked in unauthorized or inappropriate locations, particularly those in close proximity to buildings or other structures.
- Requests for plans, blueprints, or engineering specification for federal buildings or commercially-owned buildings that house government offices, by those who have no official reason to have them.
- Unauthorized access even to unsecured areas by unknown

- or unidentified persons who have no apparent reason for being there.
 - Packages or heavy envelopes which arrive in the mail from unknown senders or which have a peculiar odor or appearance—often without a clear return address.
- Confrontation with angry, aggressively belligerent, or threatening persons by federal officials in the performance of their official duties.
- Extremely threatening or violent behavior by co-workers who indicate that they may resort to revenge against a group, company, or government agency.

Recent events have demonstrated that those who would use violent acts to achieve political objectives can be stopped in their tracks, before they kill or destroy, by vigilance and timely communications to those entrusted with the job of counter terrorism.

Combating terrorism should not be used as a pretext for discrimination against any segment of society.

NOTE: Based on the ATF 1994 Arson and Explosive Incident Report as described in several news media reports.

Taken from the “Terrorism Research Center” A threat which has emerged over the past decade has been that of terrorism. Politically motivated or deranged individuals may use a number of methods to express a point, attract attention, or seek revenge.

Because of the surprise factor and the variety of methods at the disposal of the terrorist/hostage taker, it is very difficult to provide instructions on what the individual employee should do if they experience a terrorist incident.

If Taken Hostage:

■ **Remain Calm**

■ **Follow the Instructions of the Perpetrator**

NOTE: In a majority of incidents, after negotiations, the hostages are released unharmed and the hostage taker is apprehended.

Demonstrations

Politically motivated groups may attempt to demonstrate at the Waterfront Centre, illegally gaining entrance or attempting to shut down operations by preventing employees from entering the buildings. Every effort should be made to minimize disruptions and to carry on normal activities.

STEP	ACTION	INFORMATION
1.	Avoid confrontations.	At all cost, avoid contact and confrontation with the demonstrators. Oftentimes, such altercations are the main purpose of the demonstration, especially if the news media is on the scene recording the event.
2.	Seek unobstructed entrances.	Use unobstructed entrances, even if you must walk around to another side of the building.
3.	Present your USDA ID badge.	Be ready, anytime, to present your USDA identification pass to Security Guard, law enforcement officers, or USDA officials.
4.	Call for Instructions.	If you are unable to gain entrance to your building, seek a location away from the demonstration site to call your office and obtain instructions. Or the Guard's Desk (202) 720-3852)
5.	Follow all instructions of Law Enforcement Personnel and USDA officials.	

Severe Weather

Occasionally, the Washington, DC Metropolitan Area is adversely affected by hazardous weather conditions, such as heavy snowfall, extreme icing, or hurricane conditions. These extremes in weather can make commuting to and from work by car dangerous or subject to bus and rail transportation service delay and overcrowding. Traffic jams hamper the efforts of the area highway departments to clear roads surfaces of ice, snow, or debris. In case of Tornados-stay away from windows. Go to Basement stairwells and bathrooms. Under these conditions it may be necessary for the Federal Government to adjust the work hours of its employees in the Washington Metropolitan Area, in order to ensure their safety and to assist local and state governments efforts in clearing transportation routes. Early dismissal, late arrival, or closing offices for a day may become necessary. Such decisions are made on a case-by-case basis by the Office of Personnel Management (OPM) Interagency Advisory Board (Ref: DPM-630 Subchapter 11-6g)

Early Dismissals

Hazardous conditions may develop during work hours, which could cause long delays in home bound traffic. Under such circumstances, the OPM may order an early dismissal of all non-essential Federal personnel in the Washington Metropolitan Area. Essential personnel are those who are required to carry on vital or emergency services. Once the OPM has decided to release employees early, the OPM will then notify the USDA's Office of Human Resource Management, who then notifies each USDA agency personnel officer. The personnel officers' specific leave policy instructions will depend on the circumstances at the time of the announcement.

Hazardous Conditions Developing Overnight

Should hazardous weather conditions develop during the night, a delayed arrival, liberal leave policy, or closing of Federal offices may be declared by the OPM. Such declarations will be scattered via local radio, television, and print media as early as possible. The specific policy will depend on the weather conditions at the time. Employees are urged to monitor morning radio and television broadcasts when hazardous weather conditions are forecasted.

Natural Disaster

In the event of a natural disaster such as an earthquake or flooding during working hours while employees are in the building, the Designated Official and the Occupant Emergency Coordinator will activate the emergency command center. If required, employees will be instructed to go to safe areas. If employees are instructed

Occupant Emergency Plan

to evacuate the building, normal building evacuation procedures are to be followed. Do not use the elevators.

Enclosure 1

Building Information Sheet for the Waterfront Centre

GSA Building Number:	DC0555ZZ
Building Name:	Waterfront Centre
Address:	800 9 th Street, SW Washington, DC
Type of Construction:	Reinforced concrete and steel
Number of Floors:	4
Mezzanine:	0
Basement:	1 (Parking Garage)
Gross Floor Area:	125,861 sq. ft.
Net Assignable Floor Area:	113,989 sq. ft.
Government Occupied Floors:	1 st , 2 nd , 3 rd , and 4 th floors
Other Tenants:	None
Emergency/Security Systems:	

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Fire Alarm System and Signals.....	Yes
Automatic Sprinkler System.....	Yes
Voice Communications System.....	Yes
Elevator Capture and Recall System...	Yes
Smoke Detector System.....	Yes
Standpipe System.....	Yes
Other Fire Protection Systems.....	Fire pump and CO2 fire extinguishers on each floor.
Emergency Lighting.....	Yes
Security Alarm System.....	Security System for the building entrance only.
Power Generators.....	Yes
Main/Auxiliary Water Valves.....	Yes
Main/Auxiliary Gas Valves.....	Yes

Enclosure 2**Occupant Information Sheet**

Primary Occupant Agency:	U.S. Department of Agriculture Cooperative State Research, Education and Extension Service
Number of Federal Occupants:	400
Number of Other Occupants:	20
Total Occupants:	420

Floor	Occupant	Type of Occupancy	Contact Person Phone Number	Uses or Stores of Hazardous Materials or Other Special Consideration
4th	Communications, Technology, and Distance Education - Rm 4249	Office	George Cooper Deputy Administrator	None
	Economic and Community Systems Rm 4343	Office	Dan Kugler Deputy Administrator	None
	Families, 4-H, and Nutrition Rm 4329	Office	Alma Hobbs Deputy Administrator	None
	Partnerships Rm 4249	Office	George Cooper Deputy Administrator	None
3rd	Natural Resources and Environment Rm 3231	Office	Ralph Otto Deputy Administrator	None
	Plant and Animal Systems Rm 3359	Office	Edward Wilson Deputy Administrator	None
	Science and Education Resources		Jane Coulter	None

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	Development - Rm 3310	Office	Deputy Administrator	
2 nd	Competitive Research Grants and Awards Management - Rm 2257	Office	Sally Rockey Deputy Administrator	None
2 nd	Office of Extramural Programs Rm 2250	Office	Louise Ebaugh Director	None
1 st	Competitive Research Grants and Awards Management Proposal Services Unit - Rm 1307	Office	Sally Rockey Deputy Administrator	None
	Current Research Information System Rm 1908	Office	Ted Bauer Director	None
	Joint Institute for Food Safety Research - Rm 1201	Office	Jerry Gillespie Director	None
	Office of Civil Rights Rm 1411	Office	Curt Deville Director	None
	Research Education Economics Information System - Rm 1912	Office	Cynthia Dickinson Director	None

Enclosure 3

STAIRWELLS

At the Waterfront Centre, the emergency exits and stairwells are located in the center of the building and the south end of the building. Fire extinguishers are located near these emergency exits. The dividing line noted on the attached generic floor plan clearly identifies each occupied area and the appropriate emergency exit and stairway to be use by employees in case of evacuation.

Occupant Emergency Plan

Enclosure 4

SAFE AREAS

Once outside the building, employees are to proceed to the **Safe Area** which will be depicted on the evacuation routes which will be posted on each floor in the building. These areas have been designated to allow for employee safety. The areas are away from the building sidewalks and out of the fire lanes which must be clear for any emergency response vehicles that arrive on the scene.